

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**July 23, 2008**

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<b>TITLE:</b>	Accountant
<b>POSITION NO:</b>	04050
<b>LOCATION:</b>	Business & Financial Services Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$35,305 - \$40,588 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, August 6, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position is primarily responsible for designing, implementing, and maintaining the agency's cost allocation system. This position performs professional level accounting duties to allocate monthly indirect costs to individual grants. This position also provides technical expertise/assistance to agency management, budget analysts and accountants regarding any cost allocation issues that may arise.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of concepts and theories applicable to accounting, especially governmental accounting; internal control procedures and audit and review processes; budgeting principles, and business administration; federal rules and regulations related to the administration of federal grants; and state administrative policies/procedures and related statutes as they apply to department operations in order to develop and implement policy within a state government environment.

**Skills:** Skill in Statewide Accounting, Budgeting and Human Resources System (SABHRS) general ledger and human resource modules, reports and queries, and allocation tool; above-average analytical and problem solving; computer applications such as Word and Excel software, including v-lookup, linking, journal loading capabilities, and pivot tables; organization and time management; and oral and written communication.

**Abilities:** Ability to work with little or limited supervision; independently identify problems or issues and follow through to resolution; manage and complete multiple projects and priorities within highly constrained time limits, frequently in highly stressful situations; meet strict deadlines; plan, organize, and manage multiple projects; recognize, analyze and solve complex fiscal problems, financial recording and reporting problems and to accurately interpret complex financial data to formulate solutions/recommendations to resolve issues; and build consensus within groups on controversial issues.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in accounting, finance or related field, including courses in intermediate accounting, **AND** three years of progressively responsible governmental accounting experience. Preferred: CPA; spreadsheet experience (Excel); and experience using a large accounting system such as (SABHRS). Relevant experience may substitute for education on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required

- documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*).  
**If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.